

Pwyllgor Rheoli Asedau

Agenda 14.11.2023

Asset Management Committee

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| <p>1. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb.</p> <p>2. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant
ar eitemau ar yr agenda.</p> <p>4. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion
cyfarfod blaenorol y Pwllgor a gynhaliwyd
ar 03.10.2023 fel cofnod cywir.</p> <p>5. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr
Clerc y Dref ac ystyried yr argymhellion
ynddo. Mae adroddiadau yn ddogfennau
gwaith ac felly nid ydynt wedi'u cyfieithu.</p> <p>a) Ffioedd a thaliadau Neuadd y Dref</p> <p>b) Gardd Atgofion Pen y Bryn.</p> | <p>Apologies for absence.
To receive, consider and accept apologies
for absence.</p> <p>Declaration of Interest.
To receive any known declarations of
interest in items on the agenda.</p> <p>Minutes.
To authorise the Chair to sign the minutes
of the previous meeting of the Committee
held on the 03.10. 2023 as a correct record.</p> <p>Town Clerk's Reports.
To receive reports submitted to the Town
Clerk and considered the recommendations
therein. Reports are working documents
and are therefore not translated.
Town Hall fees and charges
Gardd Atgofion Pen y Bryn.</p> |
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REPORT AUTHORS: Town Clerk.
SUBJECT: Town Hall fees and charges.
REPORT FOR: Decision.

1. Summary.

1.1 To consider increases in Town Hall Fees and charges.

2. Background.

2.1 A major component of the budget is the income generated through the hire of the Town Hall and income from tenants.

2.2 In respect of rental income their sums are fixed under the terms of the respective leases. However, the fees and charges can be adjusted at any time and the current rates were last reviewed in October 2023 in preparation for during the budgets setting process for the next financial year.

2.3 External cost and pressure continue to be affected by the cost-of-living crisis and therefore the Town Hall fees and charges should be adjusted in line with the Consumer Price Index as of September in each preceding year. The Office of National Statistics announcement in September 2023 reported this to be 6.2 % and therefore the tariffs should increase as illustrated below.

	2023/24	2024/25
Main Auditorium		
<i>Commercial users.</i>	Commercial rate	
Daily (over 5 hrs)	£380	£400
1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£170	£200
Hourly rate	£46	£50
 <i>Parties/Private Functions/ Local Sole Traders.</i>		Discount 25%
Daily (over 5 hrs)	£285	£300
1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£145	£150
Hourly rate	£36	£38
Set building / Rehearsal fixed fee per session. *	£60	£75
* Morning /Afternoon/Evening		
 <i>Community, Charity and not for profit users.</i>		Discount 50%
Daily (over 5 hrs)	£190	£200
1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£95	£100
Hourly rate	£24	£25
Set building / Rehearsal fixed fee per session. *	£50	£50
* Morning /Afternoon/Evening		

Chamber.**Commercial users.**

Daily (over 5 hrs)	£125	£130
1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£64	£65
Hourly rate	£18	£18

Parties/Private Functions.

		Discount 25%
Daily (over 5 hrs)	£125	£98
1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£64	£49
Hourly rate	£18	£14

Community, Charity and not for profit users.

		Discount 50%
Daily (over 5 hrs)	£125	£49
1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£64	£24
Hourly rate	£18	£7

3. Discounts.

- 3.1 On taking over the responsibility for the building in 2012 the Town Council inherited a tariff structure which offer a 25% discount on the commercial rate to parties/private functions/ local sole traders and a 50% for Community, Charity and not for profit users as is shown in the table above. In addition, the discounted groups benefit from a fixed fee for set building / rehearsals, split into morning, afternoon and evening sessions. Consideration should be given to the level of discounts provided and the use of the fixed fees.

4. Recommendations.

- 4.1 It is therefore recommended that the Committee after consideration of the discounts, and fixed fees agrees the increases in Town Hall fees and charges to take effect from the 1 April 2024.

4. Reason for the recommendation.

- 4.1 To maximise income generation to assist in the efficient and effective management of Town Council assets.

Report Author: Facilities Officer.
Subject: Gardd Atgofion Pen y Bryn.
Report for: Decision.

1.0 Summary.

1.1 This report outlines a proposal to establish Gardd Atgofion Pen y Bryn. at Pen y Bryn Cemetery in partnership with a Llangollen Museum

2.0 General considerations

2.1 The purpose of this report is to present the Asset Management Committee with options for the development of Pen y Bryn Cemetery as a Memories Garden - Gardd Atgofion Pen y Bryn.

3. Objectives

3.1 Given that the Town Council undertakes limited maintenance of the cemetery it would be appropriate make more use of the land by developing the Pen y Bryn Cemetery as a more accessible and desirable public open space within the town. However, this must be undertaken sympathetically and in partnership with an appropriate organisation.

3.2 The primary objectives of this project would be to:

- To create a memories garden that respects the historical and emotional significance of the site.
- To provide a space for remembrance, reflection, and community gatherings.
- To ensure the long-term sustainability and maintenance of the garden.

4. Development Options

4.1 The development options that have been identified have been tailored to the site. Since demolition of the chapel the site has been managed conservatively with simple grass cutting and periodic trimming of hedges and removal of self-seeding saplings. However, an attempt was made to work with volunteers who had an aspiration to establish a Peace Garden to effective management of the site. But this support was short lived

4.2 However there is an opportunity to better preserve the existing structures on the site whilst enhance the natural surroundings with the additional features and by improving accessibility This project would retain and restore existing structures such as headstones and memorials and create an improved layout with new pathways and seating areas. A focal point would be created to honour those interred at the cemetery and to allow others to commemorate the passing of loved ones. By allowing the scattering of ashes.

4.3 Allied to this physical memorials plaques or markers would be allowed to provide historical context through the use of QR codes which are a valuable tool for recording and accessing information in a variety of contexts. However, when using QR codes to archive record it is essential to ensure that the linked content is accurate, reliable, and regularly updated. Additionally, the codes should be placed strategically for easy access and user-friendliness, and compatibility with common QR code scanning apps

should be considered. This approach can enhance the educational and historical experience for visitors, and researchers while preserving and sharing valuable information. It is proposed that this specialist element of the project would be achieved in partnership with the Llangollen Museum who would maintain the online records and provide future support to provide integrity to any existing or potential records from the site.

- 4.5 The Llangollen Museum have expressed support for the project and would be happy to work with the town Council through a Memorandum of Understanding as detailed in appendix 1

5. Financial Considerations

- 5.1 Clearly the development of Pen y Bryn Cemetery into a Memories Garden will require a significant financial investment and therefore initial contact has been made with from National Lottery Grants for Heritage officers (HLF) who have indicated that the project may well be eligible for support under the National Lottery Heritage Fund, Grants for Heritage £10,000 to £250,000 funding programme and have suggested completing a project enquiry form.
- 5.2 The project enquiry forms and applications for grants from £10,000–£250,000 under our current Strategic Funding Framework temporarily close on 3 November and is reopening in January with new Heritage 2033 guidance and therefore until then, applicants should continue to apply for funding using our current guidance and outcomes.
- 5.3 Under current guidance the HLF look for an element of match funding (circa 5%) and initially research and scoping of similar projects has provided an indicative budget as detailed below and indicates the level of match funding required.

Walls and groundworks	£80,000.00
Paving / Footpaths	£15,000.00
Planting /Hedges	£10,000.00
Benches planters	£5,000.00
Signage ironworks	£5,000.00
Oak gazebo	£8,000.00
Build total	£123,000.00
Contingency	£12,300.00
Professional fees / design	£24,600.00
Total	£159,900.00
Heritage project	£40,000.00
Total project cost	£199,900.00
Match funding element	£9,995.00

6.0 Recommendations.

- 6.1 It is recommended that the Asset Management should: -
- a) Commit to implementing the suggested development options,

- b) agree the submission of project enquiry form. under the National Lottery Heritage Fund, Grants for Heritage £10,000 to £250,000 funding programme,
- c) Partners with the Llangollen Museum on the heritage elements of the project, subject to the signing of a Memorandum of Understanding.

7.0 Reason for Recommendation.

- 7.1 To better preserve the site and provide a low maintenance public open space in line with Town Councils objectives.

APPENDIX.

MEMORANDUM OF UNDERSTANDING

Parties:

Llangollen Town Council (the Council)

Llangollen Museum (the Museum)

Subject: Pen y Bryn Memories Garden Collaboration

1. Background.

- 1.1 The Llangollen Town Council (hereinafter referred to as "the Council") and the Llangollen Museum (hereinafter referred to as "the Museum") recognize the importance of conserving and enhancing the historic landscape and heritage value of Pen y Bryn Cemetery. Both parties are committed to encouraging greater use and enjoyment of this site by the local and wider community.

2. Purpose.

- 2.1 This Memorandum of Understanding (MOU) outlines the mutual understanding between the Council and the Museum in their collaborative efforts to create and maintain the Pen y Bryn Memories Garden.

3 Scope of Work.

- 3.1 The Council and the Museum agree to work together on the following:
 - a) Planning, designing, and establishing the Pen y Bryn Memories Garden.
 - b) Ensuring the preservation and enhancement of the historic landscape and heritage value of Pen y Bryn Cemetery.
 - c) Promoting public access and enjoyment of the Pen y Bryn Memories Garden.
 - d) Facilitating community engagement and participation in the project.

4. Responsibilities.

4.1 Council Responsibilities:

- a) Provide financial support, grants, or in-kind contributions as deemed necessary for the establishment and maintenance of the Pen y Bryn Memories Garden.
- b) Liaise with relevant authorities and obtain any necessary approvals.
- c) Coordinate maintenance and landscaping services for the garden.
- d) Collaborate with the Museum in organising events and activities at the Pen y Bryn Memories Garden.

4.2 Museum Responsibilities:

- a) Contribute historical and educational content to the Pen y Bryn Memories Garden, including interpretive materials, signage, and exhibits.
- b) Host the online memories page and ensure that the linked content is accurate, reliable, and regularly reviewed.
- c) Maintain archival records to study and preserve historical records of the cemetery.
- d) Assist in the promotion and public awareness of the Pen y Bryn Memories Garden.
- e) Support community engagement initiatives related to the garden.

5. Governance

5.1 A joint committee shall be established, comprised of representatives from both the Council and the Museum, to oversee the collaborative efforts and decision-making processes related to the Pen y Bryn Memories Garden project. The committee shall meet regularly and work together to achieve the goals set out in this MOU.

6. Financial Arrangements

6.1 The Council supported by the Museum will seek external funding opportunities and grants to support the establishment and maintenance of the Pen y Bryn Memories Garden. Both parties will collaborate on securing the necessary resources to fulfil the project's objectives.

7. Duration

7.1 This MOU shall commence on the date first written above and will remain in effect until either party provides a written notice of termination, with a minimum notice period of [insert notice period] days.

8. Amendments

8.1 Any amendments to this MOU shall be made in writing and require the mutual agreement of both the Council and the Museum.

9. Termination

9.1 This MOU may be terminated by either party with written notice or mutual consent. In the event of termination, both parties will work collaboratively to ensure an orderly transition and the preservation of the Pen y Bryn Memories Garden.

This Memorandum of Understanding is made on [Date] signifies the commitment of the Council and the Museum to work together for the benefit of the Pen y Bryn Memories Garden and the community it serves.

Signed

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Llangollen Town Council

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Llangollen Museum